8 August 1979

Classification Review Procedure   CRP 79-37

                                          REF: RRP 78-22
                                                 CRP 78-38

Correct Recording of Document Number

        1. Our ability to match duplicate documents in the DARE
system is vital to maintaining consistent review action. As
reviewers are aware, the correct and exact recording of infor-
mation in the three matching fields (document number, title,
and creation date) is basic to this ability, since the computer
reads and matches everything exactly as recorded including
dashes, spaces, commas, etc.

STATINTL   2. An exception has been encountered, however, where docu-
ment numbers are concerned -- the handwritten number. For
STATINTL example, the [____] series uses dashes before and after the "A"
and commas after every third number reading right to left:
[_____] In many cases where the number is written in
rather than typed, the person recording the number on the
record copy departed from established format by leaving out
the punctuation. If these handwritten numbers were recorded
in the DARE system exactly as they appear on the document,
the computer would be unable to match the report with a cor-
rectly typed, disseminated copy found in another file.

        3. Therefore, if reviewers find that some document num-
bers in a record group are handwritten, they should consult
the branch chief whose files are under review for the correct
document number format before completing Form 4023A.

STATINTL

                        [_____]
                              Chief,
                    Classification Review Division